|  |
| --- |
| **SECTION 1: APPLICANT’S DETAILS** |
| Employee Name | Faizan Mudassir |
| Designation | UCPO |
| CNIC No. | 37101-9295281-5 |
| District/UC | Attock / Bahadur Khan |
| Leave application date | 10-12-2020 |

|  |
| --- |
| **SECTION 2: DETAILS OF LEAVE** |
|   | Reason of Leave Applied for (Tick in appropriate box) |
|   |   |  | Hajj |  |  |  | Umrah/Ziarat |
|  |
|   |   |  | Chillah, Tableegh, Ehtikaf |  |  |  | Christmas, Diwali |
|  |
|   |   |  | Study/Exams |  |  |  | Maternity |
|  |
|   |   |  | Family Wedding |  |  |  | Self-Wedding |
|  |
|   |  |  | Immediate Family Death |  |  |  | Self-Sick Leave |
|  |
|   |   |  | Immediate Family-Sick Leave |  |  |  | Accident/Sickness-while at work |
|  |
|   |   |  | Accident/Sickness-while not at work |  |  |  | Emergency Leave |
|  |
|   |   |  | Vacations |  | \* |  | Others |
|  |
| Number of Days Leave Applied for. 01 day only |
| Leave start date. 10-12-2020 | Leave end date.10-12-2020 |
| OIC Name and designation: |
|
|
|
| Employee signature:\_\_\_\_Faizan Mudassir | Date:09-12-2020 |
| PEO endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PTL endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For more than Two weeks | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CTC final approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

CTC Remarks, if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:Leaves during campaign days are NOT allowed**

## Fwd: 1 day leave request

|  |  |
| --- | --- |
| From | **Khuram Shahzad** |
| To | **hareem@ctc.org.pk** |
| Cc | **SYED, Najmul****,****ALVI, Mohsin Rafique****,****Faizan Mudassir** |
| Date | **Wed 21:00** |

## Attachments

* [**1 day Leave application.docx (~17 KB)**](http://webmail.ctc.org.pk/cpsess1311758827/3rdparty/roundcube/?_task=mail&_action=get&_mbox=INBOX&_uid=608&_token=pKXPvf3FljsPwpwOekcSHO6F4WbFgmTd&_part=2)Show options

## Message Body

Dear Sir/ Madam,

Plz. find attached 01 day (10-12-2020) leave request of UCPO Mr. Faizan Mudassir for kind record. Thanks

Regards

Dr. Khuram Shahzad

PEO-WHO

---------- Forwarded message ---------
From: **Faizan Mudassir** <faizan.mudassir@gmail.com>
Date: Wed, Dec 9, 2020 at 9:04 PM
Subject: 1 day leave request
To: Khuram Shahzad <khuram1211@gmail.com>

Respected Sir,

I hope this email finds you in good health. Sir i have an urgent piece of work and request you to grant me 01 day leave on 10th of December 2020.

Thanking you.

Faizan Mudassir

UCPO.